



Welcome to Trafford

New Member Information Pack

Welcome to Trafford



Congratulations on your election

This pack will help you navigate through what you need to know as a newly elected member to Trafford. If you have been re-elected, this information will still be helpful to you, with some important contacts and training information.

The Governance team will give you the following forms to fill in. It is important to return these quickly, so there is no delay in you getting started with your role.

- Declaration of Acceptance of Office within 28 days of being elected.
- Bank Authorisation form
- New members form
- Emergency contact details
- HMRC form
- ICS data protection advice
- Members' Code of Conduct

If you have any questions about the forms, please contact: Democratic.Services@trafford.gov.uk

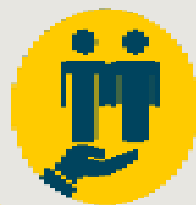
Once you have returned the forms, we will be able to allocate you:

- Your IT equipment
- Access to Mitrent for expenses
- Building access badge and lanyard.

Please return the forms as quickly as possible to Democratic.Services@trafford.gov.uk so we can get you set with all you need, without any delay.

This pack contains further information to help support you as a member in the following key areas:

- What I need to know
- Representing people in your ward
- Being a community leader
- Being a policy maker.



What I need to know

Accessing Mitrent for expenses

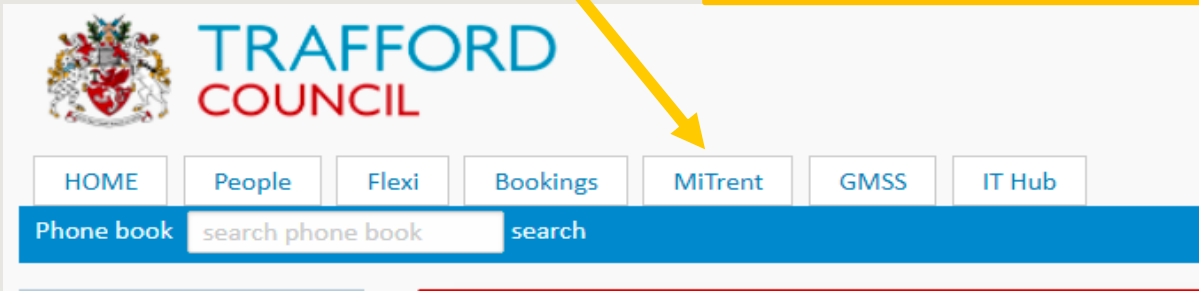
Once you have returned your forms, this will allow your IT and Mitrent information to be set up. Mitrent is Trafford's HR system and this is where you can manage your expenses claims from.

You can access Mitrent from this tab.

on the home intranet page, or [click here](#) to use the link.

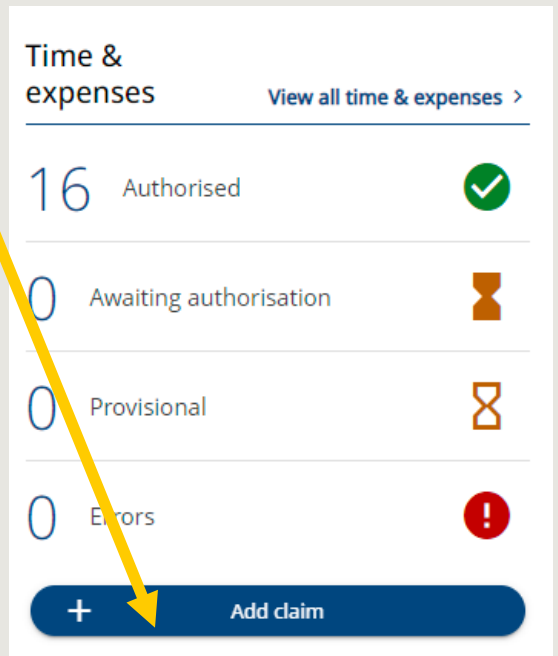
Once on the login page you can login with

- **Payroll number**
- **Desktop login password**

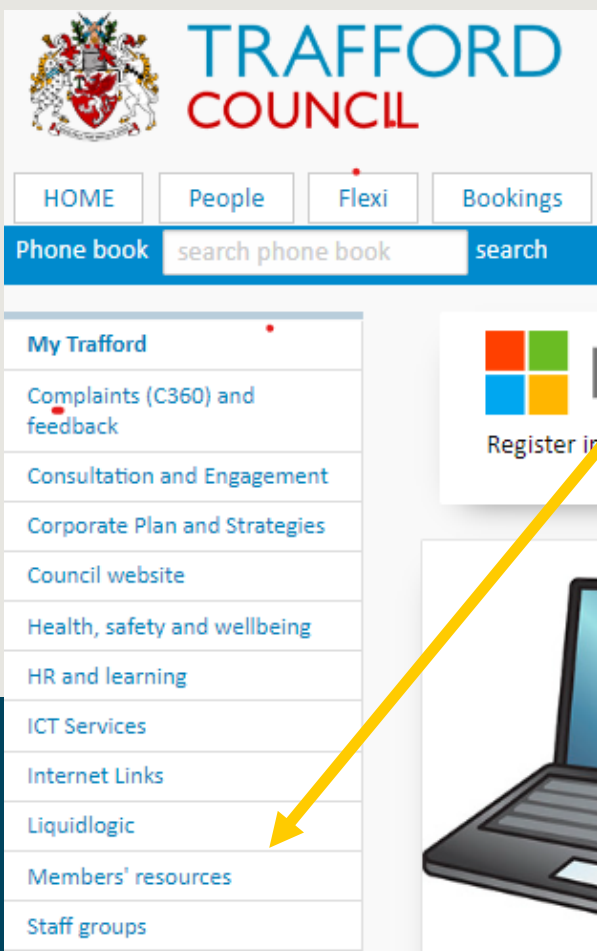


From your profile dashboard you can add an expenses claim, under **time and expenses**. This quick reference guide will take you through how to submit your claim [Trafford ESS quick reference guide](#)

Please note that you can log into Mitrent from a mobile phone – please see this useful guide for further information [Logging into ESS from a mobile \(trafford.gov.uk\)](#)



Trafford Intranet



From the Trafford intranet landing page, you can access all the member information from the tab on the left hand side.

Just simply click on '**members Resources**' and this will take you to the main area where you will find all the information relating to everything you need to know in one place.

Learning and Development

You can log into the MeLearning (eLearning) system using this link
[Login - Trafford Council e-learning \(melearning.university\)](https://melearning.university)

Login with:



firstname.lastname

Password:

The 4 core eLearning modules that need to be completed by all Members are below:

- **Adults safeguarding level 1**
- **Children's safeguarding level 1**
- **GDPR**
- **Information Security**



Member development is important to us at Trafford:

The Member Development Steering Group, help integrate and promote member learning at Trafford. There is a small budget available for learning, so members can attend external training and conferences, please contact victoria.Talbot@trafford.gov.uk for help and support. The [Member Development Learning Hub \(trafford.gov.uk\)](https://trafford.gov.uk) – is where you can find all your training information and events. You will find your **Continuous Professional Development (CPD)** form where you log your progress against learning.

One of our main partner organisations that offer support and network opportunities for members, is The Local Government Association:



The [Home | Local Government Association](#) have a wealth of information and here are some useful links:

- [New councillor hub | Local Government Association](#) for new Members.
- A collection of short workbooks covering a variety of topics [Councillor workbooks | Local Government Association](#)
- [Climate change hub | Local Government Association](#) Climate Change Hub, which is one of our 3 priorities.



What is expected of me as a Councillor?

Protocol and Code of Conduct

Part 5 of Trafford Council's **constitution** contains the Council's **Code of Conduct**, the protocol on Member/Officer relations, and protocols regarding Scrutiny and Planning committees. You can access this at [Our constitution \(trafford.gov.uk\)](http://trafford.gov.uk/our-constitution)

If you have further queries you can contact democratic.services@trafford.gov.uk and they will help you directly or signpost you to an officer who can help.

Part 6 of the Council constitution contains **Members allowances** which you can view at [Our constitution \(trafford.gov.uk\)](http://trafford.gov.uk/our-constitution).

If you feel that something isn't correct you can contact democratic.services@trafford.gov.uk and they will look into this on your behalf.

A note for opposition parties:

You play an important role as any elected member in representing the residents of your ward, challenging effectively and by working with other parties to get the best outcomes for our Trafford communities. There is much opportunity for you to influence and shape policy and reconcile residents issues, through your style and approach.

Dr Snape identifies the different styles of opposition below.

Incorporation	Collaboration	Competition	Confrontation
Opposition group/s relationship to the controlling group/s is one of partnership to the point of incorporation	Collaboration & co-operation set tone of opposition & controlling group relationship	Competitive relationship between opposition & controlling group/s	Adversarial & confrontational relationship between opposition & controlling group/s
Opposition groups partially or largely incorporated by controlling group/s	Opposition group/s co-operate with controlling party/parties over key aspects of policy	Opposition seek 'clear water' between their group & controlling groups on key issues	Routine & vocal opposition to controlling group decisions & policies
Working as close partners. To outsiders it may be difficult to distinguish between the opposition party/s and controlling group/s	In other aspects – where there are policy differences – constructive opposition approaches are adopted	Competition is not hostile or adversarial in style	All internal & external platforms used to further opposition e.g. using scrutiny internally & the media externally
These groups often achieve their goals through deals with the controlling group/s	Opposition party/parties may emphasise a value-set which is non-partisan	Production of alternative policies, budgets, manifestos	Production of alternative policies, budgets, manifestos
		Wide use of opposition strategies & platforms but scrutiny not used as opposition platform	

Source: Dr Stephanie Snape, New Leadership Foundation



Hard power and soft power

You may have heard the term 'hard and soft power' and both are applicable at Trafford in your role as a member as they allow you to operate effectively for our residents:

- **Hard powers** are the rules and regulations that we need to abide by, this includes how meetings functions, Members' Code of Conduct, elections protocol, scrutiny process etc. it's our professional and moral duty to ensure that we work effectively inside these guidelines. Information can be found here [Our constitution \(trafford.gov.uk\)](https://trafford.gov.uk)
- **Soft powers** focus on outcomes, i.e. the desired results through co-opting people and not through cohesion, but through collaborative working and using our interpersonal skills and integrity to work with other members, officers and residents with respect and embracing diversity of experience and thinking. As an organisation, we have our [EPIC Values](#), that were created with our colleagues and drive our [behaviours](#). The values are important to all members and that we work together in an EPIC way. Think about Dr Snapes different styles and how and when they may be appropriate to them to achieve the best outcomes for Trafford communities.

We Empower



We are People Centred



We are Inclusive



We Collaborate



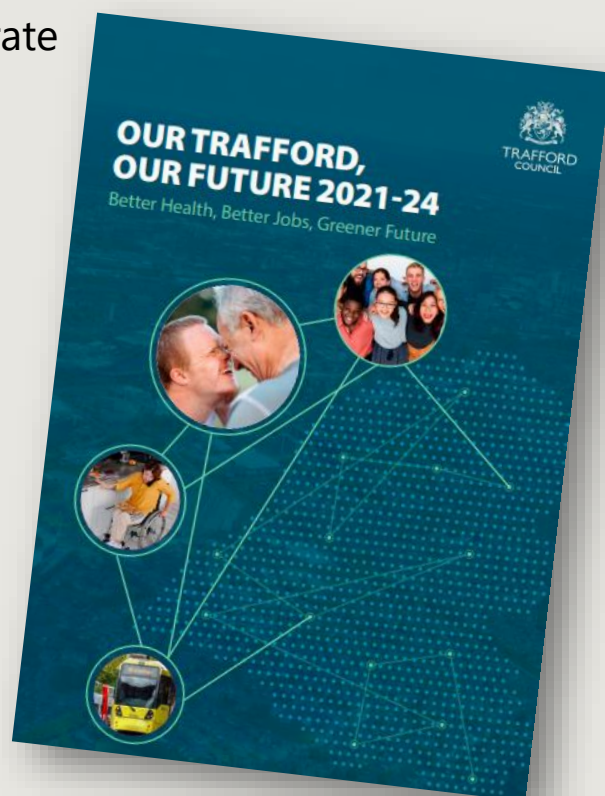
Our **Corporate Plan** outlines the 3 corporate priorities for Trafford and how we will achieve these.

You can find out more information about the [Corporate Plan 21-24](#)

More information about Trafford can be found on Trafford Data Lab [Trafford Data Lab](#). There is a wealth of information here including a Corporate Dashboard relating to our corporate priorities.

[Corporate Dashboard](#) which visualises the corporate priorities. These are interactive visualisations, can also link back to some of the data sources.

There is also a [Ward Profiler](#), which allows you to see some of the key data about your ward.



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Representing people in your ward.

Foremost, when working out in the community, it's important to ensure that you and your colleagues are safe. Information about personal safety, training and reporting can be found here:

- [Member - Managing Personal Safety \(trafford.gov.uk\)](https://trafford.gov.uk)
- [Personal Safety Guidance for Elected Members \(trafford.gov.uk\)](https://trafford.gov.uk)



While holding surgeries and taking on casework, the support of your buddy will be essential in helping you navigate through your casework and we have a contact list to help you.

- Buddy info
- Contact list

It is important to engage with a diverse group of residents in your ward to gain a variety of different perspectives, priorities and lived experiences. This will really challenge you thinking and will really help you in your work as a councillor.

There will be times when you are working with really vulnerable residents. Your buddy and peers will help navigate through this and the Local Government Association has workbooks to help you learn how to engage with your residents.

- [Councillor workbook: engaging with young people | Local Government Association](#)
- [Councillor workbook: facilitation and conflict resolution | Local Government Association](#)
- [Councillor workbook: supporting residents with complex issues | Local Government Association](#)

what does ward work look like?

- Holding 'ward surgeries' and undertaking casework
- Dealing with constituent enquiries about aspects of Council business
- Explaining Council policy and making sure that the policy has been carried out fairly
- Campaigning on local issues
- Winning resources for your ward
- Encouraging community participation and involvement in decision-making
- Listening to the needs of local people and taking their views into account when considering policy proposals.



Building, licensing services, neighbourhood planning and commissioning

Are a broad sweep of different activities that encompass a wide range of services and resources needed within you ward community. These services and initiatives not only help to make it safe for residents, they also offer housing and business opportunities.

- [Licences, regulations and trading standards | Local Government Association](#) This LGA page will take you through much of the information you need for our licences and regulatory services.
- [Housing, planning and homelessness | Local Government Association](#) This LGA page will help you with all the information and case studies you need to know about planning and housing.
- [Social care, health and integration | Local Government Association](#) This LGA page will take you through all you need to know about Adult Social Care, Public Health and Mental Health.

There are further learning opportunities for you to utilise with eLearning courses in:

**Licensing and regulation (LGA)
Planning (LGA)**

**Commissioning of services
(LGA)**

**Community engagement &
leadership (LGA)**

The LGA also have useful workbooks in the following topic areas :

- [Councillor workbook: planning | Local Government Association](#)
- [neighbourhood-planning-si-6bc.pdf \(local.gov.uk\)](#)
- [Councillor's workbook on mentally healthier places | Local Government Association](#)
- [Councillor workbook: commissioning services | Local Government Association](#)



2) How does Community Leadership work?

- Representing the Council and constituents on local management boards, school governor committees or local partnership panels
- Participating in the activities on any outside body to which they are appointed and reporting back to the Council
- Developing a working knowledge of the organisations, services, activities, and other factors important to the community's wellbeing and identity.



Policy Maker.

As a policy maker you will be involved with your committee meetings and scrutiny, both through the formal processes of forming policy and as a critical friend to financially ensure that there is a strategic over view and accountability for budget spends.

The LGA have further information for you to help support you in your role

- [Councillor workbook: chairing skills | Local Government Association](#)
- [Councillor workbook: Influencing skills | Local Government Association](#)
- [Councillor workbook: scrutiny | Local Government Association](#)
- [Councillor workbook: scrutiny of finance | Local Government Association](#)
- [L12-406 Councillor workbook fit for the future v6.pdf \(local.gov.uk\)](#)

The Role of Scrutiny

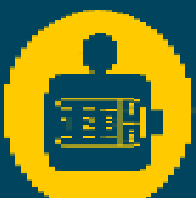
The Local Government Act 2000 introduced a new political management system for local councils in England and Wales, requiring them to have a separate 'executive' in the form of a leader, or elected mayor, and cabinet.

To provide a counterweight for this, the Act also introduced the concept of 'overview and scrutiny', whereby every council with an executive management structure is required to have an overview and scrutiny committee. This enables the rest of the council to scrutinise the executive by investigating their decisions and policies, and issuing reports and recommendations where any shortcomings are identified.

The Localism Act 2011 gave councils the option of converting to a committee system form of governance. Councils that have chosen this option are not required to have a separate overview and scrutiny committee, although they may choose to do so. It is still expected that scrutiny will take place within committees to identify where improvements need to be made. Scrutiny is an essential part of ensuring that local government remains transparent, accountable and open, resulting in improved public policies and services.

3)How am I involved in Policy Making?

- Councillors can influence local policies through their role on full Council and their role on committees, which both scrutinise the work of the Cabinet and recommend policy development
- Membership of management boards of voluntary bodies and school governors
- Membership of partnership boards
- Membership of a political group, which meet separately from Council meetings.





Please see some scenarios and useful links below that will Help you navigate some resident queries.

- A resident has a problem regarding welfare and benefits who should I contact?

Trafford commission a number of providers who you can sign post a resident to and there are several inhouse services who also provide support. A report detailing these services went to the Councils Health Scrutiny Committee and can be viewed at [Report \(trafford.gov.uk\)](https://trafford.gov.uk)

- A resident has an issue relating to a missed bin collection, pot holes, graffiti, fly tipping etc who do I contact?

Those services are provided by our partner organisation Amey and Trafford Councillors are asked to email queries to traffordmembers@amey.co.uk to ensure that they are logged and tracked. If the resident has already contacted Amey they should have a reference number, which should be included in your email.

- How do I find out about meetings I am to attend?

A full Calendar of all Council meetings scheduled for the year is available at [Monthly meetings calendar - May 2022 \(trafford.gov.uk\)](https://trafford.gov.uk)

You should receive an email informing you of the details for meetings you are to attend at least five working days before the meeting. The email will include a link to the meeting agenda and will be sent by the officer who supports the meeting.

All meeting information is available on the Council website at [Committee structure \(trafford.gov.uk\)](https://trafford.gov.uk)

If you have a specific question about a meeting you are to attend the officer who supports the meeting will be listed on the agenda or you can contact the democratic services team at democratic.services@trafford.gov.uk



Key contacts

- **General Queries about being a Councillor or Council Business** –
Democratic.services@trafford.gov.uk
- **Handling sensitive information** –
data.protection@trafford.gov.uk
- **Legal queries** – Dominique Sykes, Monitoring Officer - Dominique.Sykes@trafford.gov.uk
- **Training** – Victoria.tabot@trafford.gov.uk
- **Adult Social Care** – Nathan Atkinson,
Nathan.Atkinson@trafford.gov.uk Phone 0161 912 2705
- **Children's Services** – Jill McGregor –
jill.mcgregor@trafford.gov.uk, Phone 0161 912 2365
- **Amey** - traffordmembers@amey.co.uk
- **Elections** – elections.office@trafford.gov.uk

Committees

- **Full Council** – Ian Cockill,
ian.cockill@trafford.gov.uk Phone 0161 912 1387
- **Executive** – Jo Maloney,
joseph.Maloney@trafford.gov.uk Phone 0161 912 4298
- **Planning and Development Committee** –
Michelle Cody, michelle.cody@trafford.gov.uk
0161 912 2775
- **Licensing and Public Protection** – Natalie Owen,
Natalie.owen@trafford.gov.uk Phone 0161 912 4221
- **Scrutiny** – Alexander Murray,
alexander.murray@trafford.gov.uk Phone 0161 912 4250





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